

COMSCINST 4650.30
N8
8 April 2004

COMSC INSTRUCTION 4650.30

Subj: POLICIES AND PROCEDURES FOR THE MILITARY SEALIFT COMMAND
GOVERNMENT TRAVEL CHARGE CARD PROGRAM

Ref: (a) DON eBusiness Operations Office Instruction 4650.1A
(b) Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR)
(c) Travel and Transportation Reform Act of 1998, Public Law 105-264
(d) DoD FMR 7000.14-R, Vol. 9, Chapter 3
(e) COMSCINST 4600.4K
(f) DoD FMR 7000.14-R, Vol. 7A, Chapter 43
(g) DoD FMR 7000.14-R, Vol. 8, Chapter 8

Encl: (1) Travel History Form/Electronic Funds Transfer (EFT) Form
(2) Statement of Understanding (SOU)
(3) 60-Day Delinquency Memorandum
(4) 90-Day Delinquency Memorandum
(5) 120-Day Delinquency Memorandum
(6) Travel Voucher (DD 1351-2)
(7) Government Travel Card Process

1. Purpose. To provide policies and procedures to be used in the management of the Government Travel Charge Card (GTCC) per references (a) through (g).

2. Applicability. This instruction is applicable to all Military Sealift Command (MSC) personnel issued a GTCC, all Agency Program Coordinators (APCs), supervisors of cardholders, and MSC Security Managers.

3. Background. The Travel Card Program is under the Department of the Navy (DON) eBusiness Operations Office (eBUSOPSOFF). Reference (a) has been developed by eBUSOPSOFF to assist commands, activities, cardholders, supervisors, and APCs to provide a comprehensive resource for management and administration of the Travel Card Program.

8 April 2004

a. Under the provisions of reference (b), travelers are eligible to receive advances of travel funds to pay for anticipated travel and transportation expenses. Per reference (c), the Government-sponsored, contractor-issued GTCC shall be used by all Department of Defense (DoD) personnel (civilian and military), who travel three or more times per year, to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals, fuel and other allowable reimbursable expenses.

b. The DoD, through the General Services Administration (GSA), has entered into a contractual arrangement with Bank of America (the GTCC contractor) for the issuance and maintenance of the GTCC used on official travel. Reference (d) prescribes procedures to be followed in the payment of travel and transportation allowances to Navy and civilian personnel. The new procedures make it easier for the traveler to obtain cash advances and reduce the workload at disbursing offices associated with the payment of travel advances.

c. The purpose of the Travel Card Program is to provide DoD travelers with a safe, effective, convenient, and commercially available method for paying expenses incident to official travel, including local travel. The GTCC is also used in order to improve DoD cash management, reduce DoD and traveler administrative burdens, and provide better service to DoD travelers.

4. Policy

a. Coverage. Per established laws, DoD and the Secretary of the Navy (SECNAV) policy, all DoD frequent travelers (those who travel three or more times per year) shall be required to use the GTCC for all expenses arising from Temporary Duty (TDY) Government travel; unless otherwise specifically exempted.

(1) Travel Orders. Travel Orders (DD Form 1610) shall contain a statement notifying the traveler whether mandatory use of the travel card is required or whether the traveler is exempt from the mandatory use provision.

(2) Payment Account Data. Military and civilian personnel who travel on official orders are responsible for designating a financial institution to which Electronic Funds Transfer (EFT) payments shall be made upon settlement and liquidation of the travel claims. Enclosure (1) is to be used by all new travelers to establish their EFT account in the local travel system database when the first travel claim is submitted.

b. Exemptions. With the exception of those personnel exempted by paragraph 030302a, reference (d), all DON personnel are required to pay for costs incident to official Government travel with the travel card. Reference (d) is available online at <http://www.dtic.mil/comptroller/fmr>.

- c. Exempted Classes of Expenses. While transportation, lodging, and rental car expenses require the use of the travel card, other classes of expenses are exempted from the mandatory use of the travel card. Paragraphs 030302b and 030303, reference (d), provides a listing of the exempted classes of expenses.
- d. Permanent Change of Station (PCS) Prohibition. Per reference (d), the use of the GTCC to pay for PCS-related expenses or house-hunting trips is prohibited. Reimbursement to the member for PCS move expenses usually takes longer than reimbursement for Temporary Additional Duty (TAD)/TDY expenses and PCS expenses may be substantially greater than typical expenses incurred TAD/TDY. PCS move expenses are normally funded by PCS travel advances and advance pay, per DON and command policy, by the servicing Personnel Support Detachment (PSD).
- e. Mission Critical Travel. Mission Critical Travel is defined as travel performed by Government personnel under competent orders who experience mission-related circumstances that preclude the filing of interim vouchers and perform duties that, through no fault of their own, may prohibit the prompt payment of their outstanding travel card balances. A late fee of \$29 per month will be assessed on accounts in mission-critical status beginning at 75 days. Travel Orders shall state that “The traveler is in mission-critical status for GTCC purposes.” This fee will be reimbursable to the traveler, if authorized in the Travel Orders. For additional information on mission critical status, review references (a) and (d), as necessary.
- f. Training Expenses/Conference Fees. Whenever feasible, the Purchase Card should be used to pay for training costs or conference fees, especially when such fees must be paid in advance.
- g. Use of the GTCC. The GTCC is for official travel expenses only and is not to be used for personal reasons. Unauthorized use may result in disciplinary or adverse personnel action for military and civilian personnel up to and including dismissal, as described in reference (a).
- h. Promise to Pay. The individual cardholder is responsible for charges to the card and for paying Bank of America promptly upon receipt of the monthly billing statement.
- i. Reduced Payment Plan (RPP). An RPP is an available option for cardholders at 90 days past due in lieu of salary offset. It is a payment agreement between the card contractor and the cardholder for past due accounts. Reference (a) specifies the requirements of the RPP option for Individually Billed Accounts (IBA).

8 April 2004

j. Salary Offset. Per references (f) and (g), the Government will initiate salary offset for delinquent cardholders over 120 days for undisputed debts. If an account is cancelled by the bank, the cardholder will be unable to use the GTCC and it will not be reinstated even if the debt is eventually paid.

k. Delinquencies over 90 days. All delinquencies exceeding 90 days will be reported to the command's Security Manager and any instances of suspected fraud will then be reported to the local Naval Criminal Investigative Service (NCIS) office. Any unresolved travel card delinquencies (in excess of 120 days) will be reported to DON Central Adjudication Facility (DON CAF). DON CAF will make a determination regarding suspension of access to classified information and advise COMSC.

l. DON Metric. Major commands not meeting the DON delinquency metric (4 percent or less delinquency rate over 60 days) will deactivate travel cards for all personnel not scheduled for official travel. Travel cards will be reactivated 10 days before official travel is to begin and deactivate immediately upon conclusion of the official travel.

m. Split Disbursement. Split disbursement on travel claims, which sends the portion of the claim due to Bank of America directly to the bank, is mandatory for military personnel and strongly encouraged for civilians.

5. GTCC Information on Usage

a. The GTCC is convenient for the traveler and offers significant benefits, including minimizing risks associated with carrying excessive cash. Expenses incident to official business travel include: meals, lodging, rental cars, laundry services, parking fees, and other expenses related to the official travel, including Automated Teller Machine (ATM) fees. Cardholders will normally obtain any necessary cash needed for official travel from ATMs. The amount of cash will not exceed that authorized or noted in 5(d) below. The miscellaneous official travel expenses for which the ATM program is designed are for parking fees, tolls, or public transportation and Meals and Incidental Expenses (M&IE). A \$2.00 or 3 percent service fee (whichever is greater) will be charged on all ATM cash advances handled by Bank of America. A surcharge will be added if the ATM is not a Bank of America ATM. These expenses are then submitted as a reimbursable expense by the traveler. Card use for purchasing airline tickets in conjunction with TDY is NOT AUTHORIZED. Airline tickets must be obtained from Commercial Travel Offices (CTOs) in accordance with official travel procedures, as contained in reference (e). Exceptions will be allowed during emergencies on a case-by-case basis.

b. The GTCC contractor decides which card to issue based on the information obtained as a result of the credit check. The bank has two types of IBAs that are:

(1) Standard account. Issued to individuals as recommended by the GTCC contractor. Cardholder confirmation of card receipt will result in automatic activation after calling at 1-800-472-1424 (Bank of America's Customer Service). No activation is required by the APC for a standard account.

(2) Restricted Card. Issued to personnel by the card contractor based on credit check information, requested by the applicant (when the applicant initialed "B" in the Signature and Agreement Section in the credit card application, that means, refuse credit checks) and directed by the commander or supervisor. Restricted travel cards are the same in appearance as standard cards; however, they are set up with lower spending limits and require activation by the APC.

c. The credit limit for standard cardholders is \$5,000 per month and \$2,000 per month for restricted cardholders.

d. ATM transactions will be denied for cash withdrawals exceeding \$500 for standard cardholders and \$250 for restricted cardholders per billing cycle. Cardholders must limit their cash advances to those expenses that cannot be charged to the GTCC.

e. Limit restrictions for retail purchases are \$250 for standard cardholders and \$100 for restricted cardholders. Any request to exceed the credit line, cash advance, or retail purchase limit must be approved in writing by the employee's supervisor and submitted to the APC.

f. Split Disbursement Option (SDO) is the payment method of directly paying Bank of America via travel voucher settlement. SDO is mandatory for military personnel and strongly encouraged for civilians. The cardholder should check "Split Disbursement" on the DD Form 1351-2/Block 1 (see enclosure (6)) and specify the dollar amount that has been charged on the trip (i.e., total of the lodging, transportation, and rental car charges, etc.) The Defense Finance and Accounting Service (DFAS) "splits" the payment directly to Bank of America and the rest of the travel claim reimbursement will be sent by DFAS via EFT to the individual's predetermined bank account. The split disbursement is an effective tool to reduce delinquency and it is highly recommended to all travelers, by COMSC, as the preferred method of GTCC account payment.

g. Accounts that are 60, 90, or 120 days delinquent will be reported to the cardholders' immediate supervisor and/or the Commanding Officer, respectively. A delinquent account may result in suspension or cancellation of the cardholder's GTCC.

8 April 2004

h. Bank of America automatically de-activates Government credit card accounts if payments are not received by the second billing cycle, which is approximately 61 days, for outstanding balances. A late fee of \$29.00 per month will be assessed when an account is 75 days past billing. THIS FEE IS NOT REIMBURSABLE TO THE TRAVELER.

i. The APC will review and maintain monthly reports from Bank of America on card usage which identify the cardholder and their related charges, and make note of any delinquent accounts (bills 30 days or more overdue). Abuse of the GTCC will be monitored through the GTCC contractor's on-line system and reported to the Commanding Officer via the Chief of Staff for action. Card abuse includes making unauthorized purchases, obtaining cash advances for other than official travel reasons, and delinquent bill payments. Any abuse in the use of the GTCC can result in formal actions under the Uniform Code of Military Justice for military members and disciplinary or adverse personnel actions for civilian employees.

6. Responsibilities

a. The APC shall:

(1) Provide training for all prospective cardholders prior to processing an application for a GTCC.

(2) Provide the traveler a copy of Bank of America (Visa) Charge Card agreement; which includes the Individually Billed Card Account Setup/Application Form and the SOU (enclosure (2)).

(3) Ensure the Setup/Application Form and the SOU are complete and accurate prior to processing.

(4) Assure cardholders transferring into the command sign a new SOU and be given refresher training on the GTCC.

(5) Review delinquency reports on a monthly basis and send written notification to delinquent cardholders advising them that their accounts are in a delinquent status.

(6) Inform employees who have delinquent accounts that disciplinary actions will be taken if payments are not received in a timely manner by issuing memorandums to either the cardholder's immediate supervisor, and/or the Commanding Officer, for accounts that are 60, 90, or 120 days delinquent in payment, enclosures (3) through (5), respectively.

(7) Advise command security manager of delinquencies that reach 90 days and 120 days.

(8) Review and follow-up questionable transactions/authorizations in the GTCC that have been identified by the bank. Those charges determined not to be for official, either TDY or local, will be identified and the traveler cautioned not to use the card for personal purchases. The traveler will be advised to pay the balance immediately and their card will be deactivated.

(9) Ensure that cardholders are advised that salary offset procedures may be implemented against them if their accounts are 120 or more days past due and that these delinquencies will be reported to the Credit Bureaus, referred to an outside collection agency by the bank, and be subject to late fees that are not reimbursable.

(10) Review bank's Returned Check Charges Exception Report monthly to determine if anyone is paying with checks that were returned for insufficient funds.

(11) Conduct monthly reviews of questionable charges and quarterly reviews of a minimum of 5 percent of MSC's cardholders to ensure compliance with existing policies.

(12) Report directly to the Commanding Officer for program updates and to the appropriate supervisor for all other day-to-day program management and execution.

(13) Provide GTCC training as part of the mandatory annual Standards of Conduct Briefing to all military and civilian personnel. Ensure it is available on the MSC Intranet.

(14) Deactivate the GTCC for personnel detaching from the command but remaining in DoD. Cancel GTCC for personnel leaving DoD.

(15) Remain current on changes issued by Bank of America or DON eBUSOPSOFF.

b. The Cardholder's Supervisor shall:

(1) Ensure that GTCCs, when issued to employees, are justified. Establish a GTCC account for the employee if they are to be a frequent traveler as defined by reference (d). (A frequent traveler is a person who is expected to travel three or more times per year.)

(2) Sign and date application completed by applicant, as the Approving Official, and return it to the applicant for submission of all required documentation to the APC.

8 April 2004

(3) Counsel employees when they receive a delinquency or improper usage notification. Provide the APC with acknowledgement by employee of delinquency status and report action taken within 5 working days.

(4) Notify the APC of subordinate cardholders transferring/separating from the command.

(5) Encourage delinquent cardholders to arrange a repayment schedule with the GTCC contractor.

c. The Prospective Cardholder (e.g., not yet issued at GTCC) shall:

(1) Read all documentation provided by the APC on the Travel Card Program.

(2) Complete Part I, initial either A or B, of the Individually Billed Card Account Setup/Application Form, and submit to their supervisor for approval.

(3) Read, initial (where indicated), sign, and date the SOU.

(4) Submit the completed application and SOU to the APC for processing.

(5) Review the GSA online training tutorials available at the following website: <http://www.fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm> as well as the "DO'S and DON'TS" pamphlet that provides GTCC user guidelines on their responsibilities when using the GTCC available online at the following website: <http://fss.gsa.gov/services/gsa-smartpay/>.

d. The Cardholder shall:

(1) Promptly notify Bank of America or the APC of any changes in name, address, or telephone number.

(2) Ensure travel claims (enclosure (6)) are submitted within 5 working days after the end of each trip, or after the end of each 30-day extended travel period.

(3) Notify Bank of America and the APC if the card is lost or stolen.

(4) Ensure that the APC reviews and initials off on the Check In/Out Sheet, when transferring out, separating, or retiring from the command. Enclosure (7) provides an overview of the Government Travel Card Process, including the check-in/check-out from MSCs command.

(5) Make a payment of any balance in the GTCC **before** leaving the command.

8 April 2004

(6) Abide by all rules and regulations of this instruction and inform the APC of any problems with respect to their GTCC.

(7) Use the travel card **ONLY** for official Government travel expenses (NOT FOR PERSONAL USE). Using the GTCC for non-official Government expenses is considered misuse.

(8) Remit full payment of the amount due stated on the bank's monthly billing statement upon receipt. (Failing to make timely account payments is considered abuse of the card.)

(9) File a dispute form with Bank of America, to preserve their rights, as soon as possible, if a charge is incorrectly applied to the cardholder's account.

(10) Contact the new APC when checking in with a new command in order to have the GTCC reactivated.

e. Command Security Manager shall:

(1) Review GTCC delinquencies 90 days old. If fraud is suspected, the delinquency is to be reported to NCIS.

(2) Review GTCC delinquencies 120 days old and report to DON CAF for determination of retention or suspension of access to classified information.

7. Action. Policy and responsibilities herein will be adhered to as described.

8. Forms. Copies of the Travel History Form/Electronic Funds Transfer (EFT) form and Travel Voucher (DD 1351-2)

9. Effective Date. This instruction is effective immediately.

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D. A. LOEWER
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commands)

USNS MERCY

USNS COMFORT

MSC PEARL

COMSCINST 4650.30
8 April 2004

TRAVEL HISTORY FORM

Privacy Act Statement

Authority: 5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 32 CFR 209 or 210

Principal Purposes(s): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal Agency to the Financial institution and/or its agent.

Routine Use(s): To substantiate claims for reimbursement for official travel. Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent receipt of payments through the EFT/DDS programs.

Your Name: _____

Your SSN: _____

Your Activity: _____

Your pay grade (i.e., E5, O5, GS9): _____

Your home street address, city, state and zip code:

For EFT/DDS payments please provide the following information:

Account type (Checking/Savings): _____

Account Number: _____

Financial Institution's Routing Transit Number (RTN available on the bottom of your checks or from your financial institution): _____

Signature: _____ **Date:** _____

8 April 2004

**DEPARTMENT OF DEFENSE - MILITARY SEALIFT COMMAND, (MSC)
STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CHARGE CARD PROGRAM**

I certify that I have read the attached DoD Government Travel Charge Card (GTCC) policy and procedures and the COMSC Government Travel Charge Card Program instruction. I understand that the Government Travel Card Program is designed to improve the management and control of Government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the GTCC only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these conditions as issued by the DoD.

The above restriction on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on the travel orders and may not exceed \$250.00 (standard) or \$125.00 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand that the issuance of this card to me is an extension of the employee-employer relationship and that I am specifically to:

- Abide by all rules and regulations with respect to the charge card. _____
- Use the GTCC only for official travel. _____
- Pay all charges upon receipt of the monthly billing statement from the GTCC Contractor. _____
- Ensure any outstanding balances are cleared within 30 days of PSD's settlement of claim. _____
- Notify the Bank of America (GTCC Contractor) and the APC if my GTCC is lost or stolen. _____
- Notify the APC of any problems with respect to my usage of the charge card. _____

(Card applicants must initial all the above provisions.)

I understand that if I have long-term temporary duty, such travel is subject to the same policy and I am required to submit partial claims for payment every 30 days.

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of Bank of America and/or the APC to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with Bank of America.

(Applicant's Signature)

(Supervisor's Signature)

(Applicant's Printed Name)

(Supervisor's Printed Name)

(Applicant's Series/Grade/Title)

(Supervisor's Series/Grade/Title)

8 April 2004

MEMORANDUM FOR (NAME OF CARDHOLDER'S IMMEDIATE SUPERVISOR)

Subj: DELINQUENT GOVERNMENT TRAVEL CHARGE CARD PAYMENT
NOTIFICATION – 60 DAYS

We have been informed by the GSA Government Travel Charge Card (GTCC) contractor (Bank of America) that (cardholder's name) is over 60 days delinquent in payment of his/her account. The total amount due is \$ _____. The account is subject to a \$29.00 late fee at the point the account becomes 75 days delinquent and additional \$29.00 late fees for every subsequent billing cycle until the debt is resolved. This non-reimbursable charge can be avoided by paying the outstanding balance promptly.

The GTCC contract requires that all outstanding charges be paid by the date specified on the billing statement. The GTCC contractor has suspended card privileges for this cardholder. The cardholder should be notified of this action and counseled concerning the use of the GTCC.

As a reminder, cardholders are required to submit travel vouchers for payment within 5 days of completion of travel or every 30 days when in a long term travel status; and maintain their GTCC account in a current status. Split disbursement (where available) is highly encouraged.

Non-compliance with the guidelines for the GTCC may result in disciplinary action in accordance with applicable statutory and regulatory provisions, and with the Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by one of the following actions: (1) payment in full, (2) a reasonable explanation documented and submitted to the contractor through the Program Coordinator, or (3) an agreed upon repayment schedule with the GTCC contractor. Billing questions may be directed to the Travel Card Contractor at the number printed on the billing statement for that purpose. Program management questions may be directed to (APC's name) at extension _____.

Please have the cardholder sign to acknowledge receipt of this delinquent notification and return it to me with your written response, outlining the actions taken, within 5 business days.

Agency Program Coordinator (Signature)

cc: Cardholder

Cardholder acknowledgement of memorandum receipt.

Name, Grade, Organization

Date

Enclosure (3)

8 April 2004

MEMORANDUM FOR SECOND LEVEL SUPERVISOR

THROUGH: TRAVELERS IMMEDIATE SUPERVISOR

Subj: DELINQUENT GOVERNMENT TRAVEL CHARGE CARD PAYMENT
NOTIFICATION – 90 DAYS

The 90-day delinquent notification list from the Government Travel Charge Card (GTCC) Contractor has been received and (cardholder's name) is now 90 days delinquent in the payment of his or her account. Total amount due is \$_____. The attached 60-day notification memorandum informed you that payment on the cardholder's Government Travel Card account was delinquent. The travel charge card contractor will send a letter notifying the cardholder of impending salary offset and due process. The account became subject to a \$29.00 late fee at the point the account became 75 days delinquent and additional \$29.00 late fees for every subsequent billing cycle until the debt is resolved.

The GTCC contract requires that all outstanding charges be paid by the date specified on the billing statement. If no action is taken toward this debt, the Agency Program Coordinator (APC) or the contractor may cancel the account. Meanwhile, GTCC privileges have been suspended as of (date). These privileges may be restored upon complete liquidation of the debt. The cardholder must be notified and counseled. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. Split disbursements (where available) is highly encouraged.

Non-compliance with the guidelines for the GTCC may result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by (1) payment in full, (2) a reasonable explanation documented and submitted to the contractor through the APC, or (3) an agreed upon repayment schedule with the GTCC contractor. Billing questions may be directed to the GTCC contractor at the number printed on the billing statement for that purpose. Program management questions may be directed to (APC's name) at extension _____.

Please have the cardholder sign to acknowledge receipt of this delinquent notification and return it with your written response, outlining the actions taken, within 5 business days.

Agency Program Coordinator (Signature)

cc: Cardholder

Cardholder acknowledgement of memorandum receipt.

Name, Grade, Organization

Date

Enclosure (4)

8 April 2004

MEMORANDUM FOR COMMANDER/DIRECTOR

Subj: CANCELLATION OF GOVERNMENT TRAVEL CHARGE CARD – 120 DAYS
DELINQUENT PAYMENT NOTIFICATION

The 60 and 90 day delinquent notification memoranda, dated _____ and _____ respectively, notified the immediate supervisor and the Department Director (or equivalent manager) of the past due account for cardholder (name). It has now been brought to our attention that this cardholder has a delinquent Government Travel Charge Card (GTCC) balance of \$_____ which is over 120 days past due. He or she has made no attempt to resolve this debt. Therefore, the account has been canceled and will not be reinstated by the GTCC contractor even if the debt is eventually paid.

The GTCC contractor now will begin official collection action. Collection action may include credit bureau notification of the employee's failure to pay and garnishment of the employee's pay. A one time \$80.00 administrative fee associated with the costs for administering salary offset and three (3) additional late fees, currently of \$29.00 each, will be assessed to the delinquent account. Deductions of 15 percent of disposable net pay will be automatically deducted until the undisputed card balance is paid in full. The late fee and administrative fee remains an individual cardholder expense and are not reimbursable to the traveler.

Cardholders who do not properly liquidate their GTCC debts, or use the card for personal purposes, also may be subject to disciplinary action in accordance with applicable statutory and regulatory provisions and the Multi-Unit Master Agreement for bargaining unit employees.

Please, contact _____ Agency Program Coordinator (APC), on extension _____, should further questions arise. Please have the cardholder sign to acknowledge receipt of this notification and return it with your written response, outlining the actions taken, within 5 business days.

Agency Program Coordinator (Signature)

cc: Cardholder

Cardholder acknowledgement of memorandum receipt.

Name, Grade, Organization

Date

Enclosure (5)

8 April 2004

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:

GOVERNMENT TRAVEL CARD PROCESS

